

**APPLICATION FOR LICENSE TO CONDUCT OUTDOOR FESTIVAL
IN COMPLIANCE WITH AUBURN MUNICIPAL CODE CHAPTER 8**

This registration statement shall be filed in duplicate and shall state the following:

A. 1. NAME: _____ AGE: _____

2. RESIDENCE: _____

3. MAILING ADDRESS: _____

4. TELEPHONE #'S (Work) _____ (Home) _____

5. IF PARTNERSHIP, LIST NAMES AND ADDRESSES OF ALL GENERAL PARTNERS:

6. If Corporation, the Application shall be signed by the President and attested to by the Secretary thereof and shall contain the names, addresses of all corporate, and officers and **a certified copy of the Articles of Incorporation shall be attached:**

Corporation Name: _____

President's Signature	Attest: Secretary's Signature
Corporate Officer's Names	Address

B. LOCATION AND LEGAL DESCRIPTION of the premises where the outdoor festival is proposed to be conducted, including all lands to be used for parking and other uses incidental to the outdoor activity. Applicant shall submit proof of ownership of said premises or written consent of all owners thereof for the purposed use.

Attach additional sheet if necessary

☐ PROVIDE SITE MAP INDICATING EMERGENCY ACCESS/FIRST AIDE & PARKING AREAS

☐ ATTACH NON-PROFIT PAPERS

☐ CERTIFICATE OF INSURANCE NAMING THE CITY OF AUBURN

CITY OFFICERS/AGENTS & EMPLOYEES AS ADDITIONAL INSURED (Minimum \$500,000 Liability)

☐ WRITTEN CONSENT OF OWNERS

RECEIPT # _____

C. Date (s) and hours during which the festival is to be conducted:

D. Estimate of maximum number of spectators, participants and other persons expected to attend the outdoor festival for each day it is conducted:

E. Give detailed explanation of the following:

1. Applicant's program and plans to provide security protections, water supply, food supply, sanitation facilities, medical facilities and services:

2. Vehicle parking space, vehicle access and on site traffic control:

3. If it is proposed or expected that spectators or participants will remain overnight, the arrangements for illuminating the premises and for camping or similar facilities:

4. Applicant's plans to provide for numbers of spectators in excess of the estimate:

5. Provision for cleanup of the premises and removal of rubbish after the event has concluded:

F. Detailed explanation of the Applicant's plan for policing the activity with particular emphasis on the control and prevention of alcoholic and drug consumption:

G. Briefly explain the festival activities (types of music, names of bands, orchestras, music groups, etc.)

If more room is necessary for any of the above questions, appropriately number and continue on a plain white sheet and attach, in numerical order.

Such application shall be filed with the Licensing-Revenue Officer at least forty-five (45) days proper to the time indicated for the commencement of the planned activity.

Upon receipt of a complete application and the application fee, the Licensing-Revenue Officer shall give copies of the application to the Police Chief, the Health Officer, the Director of Public Services, and the Community Development Director, who shall investigate the matter and report in writing to the Licensing-Revenue Officer not later than thirty (30) days prior to the event with appropriate recommendations concerning the activity. The Licensing-Revenue Officer shall also provide a copy of the complete application to the members of the City Council.

Chapter 8 Outdoor Festivals, Sec. 5-8.02. Licenses: Required: Applications

It shall be unlawful for any person to operate, maintain, conduct, advertise, sell, or furnish tickets or other types of written authority for admission to an outdoor festival in the City unless he shall first obtain a license from the city to operate or conduct such festival, which license shall be in addition to any business license issued pursuant to the provisions of Chapter 1 of the Title 3 of this code.

Applications for licenses to conduct outdoor festivals shall be made in writing to the Licensing-Revenue Officer, shall be accompanied by a nonrefundable application fee of One Hundred and no/100ths (\$100.00) Dollars to be filed with the Licensing-Revenue Officer.

Date: _____

Signature of Applicant

Are you going to use a changeable message board?

Yes or No